



**GOVT. OF ASSAM**  
**OFFICE OF THE GARUKHUTI BAHUMUKHI KRISHI PRAKALPA**  
**SIPAJHAR: DARRANG (ASSAM):784145**  
**(REGISTERED UNDER SOCIETY ACT XXI OF 1860)**  
**Email-id: gbkpsamiti@gmail.com**

No. GBKPS/AC-15/2024-25/ 466

Dated : 06/03/2025

**SHORT QUOTATION NOTICE**

Based on decision taken and minutes of Meeting of 7<sup>th</sup> Executive Council ,Garukhuti Bahumukhi Krishi Prakalpa Samiti dtd 20/02/2025, Sealed quotations affixing non-refundable court fee stamp of Rs 8.25 are hereby invited by the Quotation Invitation and Evaluation Committee GBKPS, from registered store/ local vendor /any reputed local firms along with supporting documents for supply of following **Stationery items**(mentioned in a), b), c) and d)) required for GARUKHUTI BAHUMUKHI KRISHI PRAKALPA, Sipajhar, Darrang for F.Y. 2025-26. The quotation document may be collected with effect from 07/03/2025 and should be submitted to the office of the undersigned on or before 20/03/2025 up to 2 P.M at Office of the Garukhuti Bahumukhi Krishi Prakalpa Samiti housed in ADO Office situated at Garukhuti Project, Sipajhar, Darrang. The quotation will be open on 20/03/2025 at 3:00 PM at Conference Hall of ADO Office situated at Garukhuti Bahumukhi Krishi Prakalpa in presence of quotationers or their authorized representatives who wish to attend the opening of quotations.

**Terms & Conditions**

1. The quotationers must mention their complete postal address with their PIN No., Phone No. etc. in their quotation
2. No transportation cost will be provided for lifting of goods, all transportation cost to be borne by the supplier itself
3. Rate of items should not be more than MRP
4. Items have to be delivered at the Office/Store of Garukhuti Bahumukhi Krishi Prakalpa Samiti and item delivery challan copies have to be signed by the competent authority / recipient.
5. The items should be supplied as when required and on urgency basis as well.
6. Quality of items has to be good. The working committee, GBKPS has right to reject goods of inferior quality.
7. All tax has to be paid by concerned supplier.
8. The following documents / certificate have to be submitted along with quotation –
  - a. Copy of Firm Registration (if any)
  - b. Copy of Up-to-date GST Registration Certificate
  - c. Copy of PAN Card
  - d. Copy of Income Tax Returning Certificate
  - e. Trade License
  - f. Dealership Certificate (if any)
9. After acceptance of rates the quotationers shall have to supply the articles as per indent issued by the undersigned from time to time. Payment shall be done based on availability of fund.
10. The Chairman, GBKPS reserves the right of accepting or rejecting any rate/rates quoted by the quotationers without assigning any reason thereof and is not bound to accept the lowest quoted rate only. Payment will be made on availability of fund. The decision of tender evaluation committee shall be final in all aspect.

**QUOTATION INVITED FOR FOLLOWING ITEMS**

a) Paper & Files

SL NO	ITEMS	Qty	Mention Price
1.	Photocopier Paper JK (FS)	Per ream	
2.	Photocopier Paper JK (A4)	Per ream	

  
@

3.	Carbon paper (black) (Kores) single	Per Pkt.	
4.	Carbon paper (blue) (Kores) single	Per Pkt.	
5.	Carbon paper (black) (Kores) Double	Per Pkt.	
6.	File Cover (Best quality)	Per No.	
7.	File Cover (General)	No	
8.	File Board (General)	Per No.	
9.	File Board (Best quality & size)	Per No.	
10.	Cover File (Best quality & size)	Per No.	
11.	Cover File (Plastic)	Per No.	
12.	Transparent Folder	Per No.	
13.	Clip File(plastic)	Per No.	
14.	Stick File (Best quality)	Per No.	
15.	Plastic Folder (Best quality)	Per No.	
16.	Guard File (Best quality & size)	Per No.	
17.	Dak File (Best quality & size)	Per No.	
18.	Clip Board	Per No.	
19.	Index file (small)	Per No.	
20.	Index file (big)	Per No.	
21.	Paper Cutter (Medium size)	Per No.	
22.	Paper Cutter (Big size)	Per No.	
23.	Scissors (Medium)	Per No.	
24.	Scissors (Big)	Per No.	
25.	Scissors (Small)	Per No.	
26.	Polythene (Double)	Per Mtr	
27.	Magnifying Glass (Small)	Per Pes	
28.	Fevicol (Small)	Tube	
29.	Duplicating Ink (Gestener) tube	Per No.	
30.	Both side Ball point pen	Per No.	
31.	Ad Gel pen (Best quality)	Per No.	
32.	Parker pen (Best quality)	Per No.	
33.	Hi-tech point pen	Per No.	
34.	Dot pen jotter (Best quality)	Per No.	
35.	Ball Point pen (General) Best quality	Per No.	
36.	Handle pen (Wilson) Best quality	Per No.	
37.	SrylusPen (Best quality)	Per No.	
38.	Sticky Note	Per Pkt.	
39.	Hi-tech pen Ink	Per Bottle	
40.	Slip Pad /Quality Pad	Per book 50	
41.	Pin cushion (Magnetic) (Best quality)	Per No.	
42.	Pen stand (Two pen holder) Best quality	Per No.	
43.	Pen stand (Three pen holder) Best quality	Per No.	
44.	Pen stand (Four pen holder) Best quality	Per No.	
45.	Stamp Pad (Big size)	Per No.	
46.	Stamp Pad (Medium size)	Per No.	
47.	Stamp Pad Ink 60 ml (Best quality)	Per Bottle	
48.	Gum Paste (Small size) (Best quality)	Per Bottle	
49.	File tray (Plastic)	Per No.	
50.	Eraser (Rubber) Best quality	Per No.	
51.	Eras-Ex (pen)	Per No.	
52.	Page marking Flag (Small)	Per Pkt.	
53.	Page marking Flag (Big)	Per Pkt.	
54.	Rubber band (Best) 1" & 2"-250 grains	Per Pkt.	
55.	Paper Weight Decorative	Per No.	
56.	Staple Machine 24/6 (Best quality)	Per No.	
57.	Staple Pin 24/6 (Best quality)	Per Pkt.	
58.	Staple Pin No. 10 (Best quality)	Per Pkt.	
59.	Niddle (Big)	Per Pkt.	
60.	Plastic Scale	Per No.	
61.	Alpin (King/Zebra) original	Per Pkt.	
62.	Manila Envelope (Best quality) 9X21 CM	Per 100	

*Handwritten signature*

63.	Manila Envelope (Best quality) 1 0X22 CM	Per 100	
64.	Manila Envelope (Best quality) 12X25 CM	Fer 100	
65.	Manila Envelope (Best quality) 30X40 CM	Per 100	
66.	D.O. Envelope (White colour) Best quality	Per 100	
67.	D.O. Envelope (Medium) (White colour) Best quality	Per 100	
68.	HB Pencil (Apsara/Nataraj)	Per Dozen	
69.	Tag (Long size) 50 Nos. each (Best quality)	Per Bundle	
70.	Tag (Long size) 50 Nos. each (General)	Per Bundle	
71.	Sketch Pen (Counting 10Nos.)	Per Pkt.	
72.	Punching Machine (Single)	Per No.	
73.	Punching Machine (Double)	Per No.	
74.	Drawing sheet	Per No.	
75.	Paper Knife (Best quality)	Per No.	
76.	Sharpner(Big)	Per No.	
77.	Polymer seal (Line)	Per No.	
78.	Polymer Stamp (Round)	Per No.	
79.	Calculator (8 digits)	Each	
80.	Calculator (10 digits)	Each	
81.	Calculator (12 digits)	Each	
82.	Pen Knife	Each	
83.	Cello Tap (Big) Best	Per No.	
84.	Cello Tap (small) Best	Per No.	
85.	Cello Tap (Medium) Best	Per No.	
86.	Glue Stick	Per No.	
87.	Scale (Steel)	Per No.	
88.	Paper Clip	Per No.	
89.	Binder Clip	Per No.	
90.	Tape Dispenser	Per No.	
91.	White Board	Per No.	
92.	White Board Marker	Per No.	
93.	Highlighter	Per No.	
94.	Permanent Marker (Black)	Per No.	
95.	Note Book	Per No.	
96.	Diary Book	Per No.	
97.	Push Pin	Per No.	
98.	Ledger Book	Per No.	
99.	Spring File	Per No.	
100.	Peon Book	Per No.	
101.	Stock Register	Per No.	
102.	Attendance Register	Per No.	
103.	Note Sheet	Per No.	
104.	Register No. 8	Per No.	
105.	Register No. 10	Per No.	
106.	Register No. 12	Per No.	
107.	Register No. 14	Per No.	
108.	Register No. 16	Per No.	
109.	Register No. 20	Per No.	
110.	Cash Book	Per No.	

b) Computer / Printer Parts

SL NO	ITEMS	Qty	Mention Price
1.	Toner for HP Laserjet Pro MFP	Per No.	

	M429fdw		
2.	Tonner for HP LaserjetP-1007 Printers	Per No.	
3.	Colour Printer Cartridge (Best quality)	Per No.	
4.	Campact Disc (Sony) (Best quality)	Per No.	
5.	Data Traveler (Pen Drive) 16GB (Sony)	Per No.	
6.	Data Traveler (Pen Drive) 32GB (Sony)	Per No.	
7.	Data Traveler (Pen Drive) 64GB (Sony)	Per No.	
8.	Data Traveler (Pen Drive) 128GB (Sony)	Per No.	
9.	Memory Card (16 GB)	Per No.	
10.	Memory Card (32 GB)	Per No.	
11.	Blank CD Re-writable (Best quality)	Per No.	
12.	Computer Key Board	Per No.	
13.	Mouse (Wireless)	Per No.	
14.	Optical Mouse	Per No.	
15.	UPS (Frontech)	Per No.	
16.	Hard Disk Drive	Per No.	
17.	Solid State Drive	Per No.	
18.	RAM	Per No.	
19.	USB Hub	Per No.	
20.	Router	Per No.	
21.	Mother Board	Per No.	
22.	WiFi Adapter	Per No.	
23.	Bluetooth Adapter	Per No.	
24.	Mouse Pad	Per Pc.	
25.	Cleaning Kit	Per No.	
26.	Colour Printer (Best quality)	Per No.	
27.	Anti-Virus	Per No.	
28.	MS-Office	Per No.	

C) Electrical/Electronics/Mechanical Parts

SL NO	ITEMS	Qty	Mention Price
1.	Eveready Torch Light-3 Cell)	Per No.	
2.	Eveready Torch Light-2 Cell	Per No.	
3.	Dry Cell ,Big sized for Torch)	Per No.	
4.	Dry Cell (Medium sized for Torch)	Per No.	
5.	Dry Cell (Pencil sized for Clock, Calculator)	Per No.	
6.	Distilled Water Bottlen (Ltr)	Per Bottle	
7.	Flexible Wire (Copper)	Per Mtr.	
8.	Electric Bulb (40 to 100 Wt)	Each	
9.	Tube (4X4)	Each	
10.	Tube (2X2)	Each	
11.	Tube Holder	Each	
12.	Complete Tube Light set	Each set	
13.	Tube set (single) (4X4) (Best quality)	Each	
14.	Tube set (Single) (2X2) (Best quality)	Each	
15.	Two Pin Top (Anchor)	Each	
16.	Three Pin Top (SAMP) (Anchor)	Each	
17.	Wooden Board	Per Sqr. Ft.	

*Handwritten signature*

18.	Sunmica Board	Per Sqr. Ft.	
19.	Avon switch Board	Per Sqr. Ft.	
20.	Starter (Tube starter)	Each	
21.	Starter (Motor starter)	Each	
22.	PVC Tap	Each Roll	
23.	1.5 mm BTC wire	Per Mtr.	
24.	2.5 mm BTC wire	Per Mtr.	
25.	4 mm BTC wire	Per Mtr.	
26.	6 mm BTCwira	Per Mtr.	
27.	10 mm BTC wire	Per Mtr.	
28.	1.5 mm PVC wire	Per Mtr.	
29.	2.5 mm PVC wire	Per Mtr.	
30.	4 mm PVC wire	Per Mtr.	
31.	6 mm PVCwire	Per Mar.	
32.	10 mm PVCwire	Per Mtr.	
33.	Pendent Holder (Anchor)	Each	
34.	Angle Holder (Anchor)	Each	
35.	Baten Holder (Anchor)	Each	
36.	15 AMP power plug (Anchor) (Combine)	Each	
37.	15 AMP power plug (Anchor) (single)	Each	
38.	15 AMP switch (Anchor)	Each	
39.	Helogen set (500 Wt) (Best quality)	Each	
40.	Halogen set (1000 Wt) (Best quality)	Each	
41.	Halogen Bulb (500 Wt) (Best quality)	Each	
42.	Halogen Bulb (1000 Wt) (Best quality)	Each	
43.	Halogen Bulb Holder (1000 Wt) (Best quality)	Each	
44.	Ceiling Fan (Usha/Orient) 1200 mm	Each	
45.	Ceiling Fan (Usha/Orient) 1400 mm	Each	
46.	Ceiling Fan (Usha/Orient) 1600 mm	Each	
47.	Table Fan (Usha/Orient)	Each	
48.	Wall Fan (Usha/Orient)	Each	
49.	Fan Capacitor (2MFD)	Each	
50.	Fan Capacitor (2.5 MFD)	Each	
51.	Fan Capacitor (3 MFD)	Each	
52.	Fan Capacitor (3.15 MFD)	Each	
53.	Fan Coil re-binding	Per Pc.	
54.	Fan regulator	Per Pc.	
55.	Fan regulator (Electronic)	Per Pc.	
56.	Main Switch 16AMP	Each	
57.	Change over switch 16 AM P	Each	
58.	Change over switch 32 AMP	Each	
59.	Change over switch 63 AMP (Three phase)	Each	
60.	MCB (10 B)	Each	
61.	MCB (32 B)	Each	
62.	MCB way Box	Each	
63.	MCB 4 way Box	Each	
64.	MCB 6 way Box	Each	
65.	MCB 8 way Box	Each	
66.	MCB 10 wayBox	Each	
67.	MCB 12 wayBoK	Each	

*Handwritten signature*

68.	Isolator 40AMP	Per Pc.
69.	Multi Stand Wire 1 mm Sqr.	Per Mtr.
70.	CFL 23 Wt.	Each
71.	CFL 25 Wt.	Each
72.	CFL 30 Wt.	Each
73.	CFL 36 Wt.	Each
74.	CFL 45 Wt.	Each
75.	CFL 85 Wt.	Each
76.	Cut Out 16 AMP	Each
77.	Cut Out 32 AMP	Each
78.	Cut Out 63 AMP	Each
79.	Cut Out 100 AMP	Each
80.	Cut Out 200 AMP	Each
81.	Screw	Per Dozen
82.	Garden light set (Best quality)	Per Unit
83.	Gate light set (Best quality)	Per Pc.
84.	Bell Push (5 AMP) (Best quality)	Per Unit
85.	Electronic Calling Bell	Per Pc.
86.	Ding Dong Calling Bell	Per Pc.
87.	Calling bell with remote control	Per Pc.
88.	Room Heater	Per Unit
89.	Water Heater	Per Unit
90.	MCB 2 Pole 16 (AMP)	Each
91.	MCB Cover	Each
92.	Single Holder	Each
93.	LED Bulb (9 W)	Each
94.	LED Bulb (14 W)	Each
95.	Copper Wire (0.75 mm)	Each
96.	Copper Wire (1 mm)	Each
97.	Halogen Light (30 W)	Each
98.	Halogen Light (50 W)	Each
99.	C.C Type Holder	Each
100.	Switch Board (8X6)	Each
101.	Board & Switch (6 AMP)	Each
102.	Plug Socket (6 AMP)	Each
103.	Change over Single Phase (32 AMP)	Each
104.	Black Tape (STEEL MUSTER)	Each
105.	Tray 10 NO	Each
106.	Tray 8 NO	Each
107.	Screw 1inc	Each
108.	Screw ½ inc	Each
109.	Gutka 10 No 1 inc	Each
110.	Square Box	Each
111.	1 HP Motor Capacitor 10 MFD	Each
112.	Fan Capacitor (2.5MFD)	Each
113.	Stand Fan	Each
114.	Taperia Plus 8 inc	Each
115.	Tester Set Taperia	Each
116.	Bulb (100 W)	Each
117.	Hand Gloves (11000 KVA)	Each
118.	Diamond Drill Bit (6 No.)	Each
119.	Diamond Drill Bit (8 No.)	Each
120.	Plastic Tube Light	Each
121.	Extension Board	Per No.
122.	Flexible Wire (Alluminium)	Per Mtr.

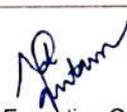
*Handwritten signature*

d) Others

SL NO	ITEMS	Qty	Mention Price
1.	Lock &Key 35mm (Best quality)	Each	
2.	Lock & Key 45mm (Best quality)	Each	
3.	Lock &Key 60mm (Best quality)	Each	
4.	Table Glass (5min) (a) 24"X30"	Per No.	
5.	Table Glass (5m@ (b) 18"X24"	Per No.	
6.	Table Glass (5mm) (e) 30"X36"	Per No.	
7.	Table Candle (Big) 16"	Per No.	
8.	Waste Paper Basket Plastic (Best)	No.	
9.	Measuring Tape(M/F) 100 Mtrs.	Per No.	
10.	Waste Paper Basket (Plastic)	Each	
11.	Waste Paper Basket (Padel system)	Each	
12.	Water Filter (puro/Milton)16 Ltr. Capacity	Per No.	
13.	Door Mat (3'X2') (Corr/Rubber)	Each	
14.	Door Mat Plastic (3'X2') (Coir/Rubber)	Each	
15.	Berger Paint	Per Ltrs.	
16.	Painting Brush	Per No.	
17.	Bag (Backpack)	Each	
18.	Thermos Flask (1/2 Ltr. Eagle/Milton)	Each	
19.	Thermos Flask (1 Ltr. Eagle/Milton)	Each	
20.	Thermos Flask (2 Ltr. Eagle/Milton)	Each	
21.	Drinking Glass (Milton)	Each	
22.	Cup and Saucer (Bone Chine) (Best quality)	Pair	
23.	Cup & Saucer (General)	Pair	
24.	Coffee Mug	Pair	
25.	Quarter Plate (Bone China) (Best quality)	Each	
26.	Rice Dish (Bone China) (Best quality)	Each	
27.	Pressure Cooker 3 Ltrs. (Honkinns)	Each	
28.	Pressure Cooker 5 Ltrs. (Honkinns)	Each	
29.	Pressure Cooker 1Ltrs. (Honkinns)	Each	
30.	Tea Tray	Each	
31.	Plastic Jug (Best quality)	Each	
32.	Plastic Mug (Best quality)	Each	
33.	Plastic Bucket (16 Ltrs. Capacity)	Each	
34.	Tea Spoon	Per Dozen	
35.	Table Knife	Per Dozen	
36.	Fork	Per Dozen	
37.	Table Spoon	Per Dozen	
38.	Dessert Spoon	Per Dozen	
39.	Citronella Oil (Big) Floor disinfectant	Per Bottle	
40.	Mosquito repellent Coil (Mortein)	Per Pkt.	
41.	Mosquito repellent (Hit)	Per Bottle	
42.	Blade (Super Max/Master/7'O Clock)	Per Pkt.	

*Handwritten signature*

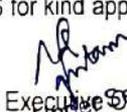
43.	Flower Vase	Each	
44.	Room Freshener	Per No.	
45.	Towel (Big) DCM/Bombay Dying Best quality	Each	
46.	Towel (Medium) DCM/Bombay Dying Best quality	Each	
47.	Towel (Small) (Best quality)	Each	
48.	Gamocha (Assam Silk) (Hand Woven)	Each	
49.	Gamocha (Cotton) (Best quality and size)	Each	
50.	Gamocha (Cotton) (Medium quality and size)	Each	
51.	Gamocha (Cotton) (Small size)	Each	
52.	Curtain (Cotton/Polyster)	Per Mtr.	
53.	Curtain Ring	Per Dozen	
54.	Mosquito Net (Calico) Single	Per Pc.	
55.	Mosquito Net (Calico) Double	Per Pc.	
56.	White Bed Sheet (Bombay Dying) Single sized	Each	
57.	White Bed Sheet (Bombay Dying) Double sized	Each	
58.	Bed Cover (Best quality) Single sized	Each	
59.	Bed Cover (Best quality) Double sized	Each	
60.	White Pillow Cover	Each	
61.	Cotton Pillow	Each	
62.	Table Cloth (White) 3 Mtrs.	Per Meter	
63.	Wall Clock (Ajanta)	Each	
64.	Printing of Order Book containing 100 Pages with page numbering in duplicate (A4 size)	Per No.	
65.	Printing of Challan Book containing 100 Pages with page numbering in duplicate (Small size)	Per No.	
66.	Printing of Receipt Book containing 100 Pages with page numbering in duplicate (Small size)	Per No.	
67.	Printing of Flex	Per Sqr. Ft.	

  
 Chief Executive Officer  
 Garukhuti Bahumukhi Kriami Agriculture Dept.  
 Sipahar, Darrang, Assam  
 & CEO GBKPS (Admin Charge)

**Memo No. GBKPS/AC-15/2024-25/ 466(A)**

Copy to :

1. The PS to the Hon'ble Chairman, GBKPS for favour of kind information of Hon'ble Chairman, GBKPS.
2. The District Commissioner, Darrang for favour of kind information.
3. The D.I.P.R.O, O/o the District Commissioner, Darrang Mangaldai is requested for wide circulation of quotation.
4. The District Information Officer, NIC, D.C.'s Office Darrang Mangaldai is requested to publish Quotation in DC's Office Website/social media page.
5. The all members of Quotation Invitation and Evaluation Committee, GBKPS for kind appraisal and wide circulation.
6. Notice Board/Office file.

  
 Chief Executive Officer  
 Garukhuti Bahumukhi Kriami Agriculture Dept.  
 Sipahar, Darrang, Assam  
 & CEO GBKPS (Admin Charge)